PBUM_S001E(Rev002;130530)

POS Program setting

For Retail POS
POPS

POSBANK®

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POS Setting

POPS RETAIL POS Setting

[POS login screen]

POS Login screen

1. To start Pops Retail, click **POPS RETAIL** on your desktop.
2. Click the button in the upper right-hand corner.

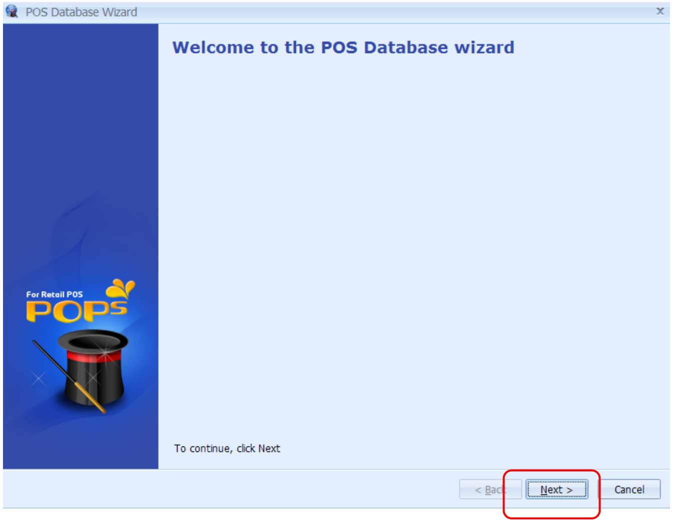
Connection Setting

Checking and configuring the connection setting.

Click the **POS Database Wizard** button
:The basic setting will be automatically chosen for a single store.
- After changing the information, move to the login screen.
- Click the **POS Database Wizard** to change the database and device settings.

POS Setting

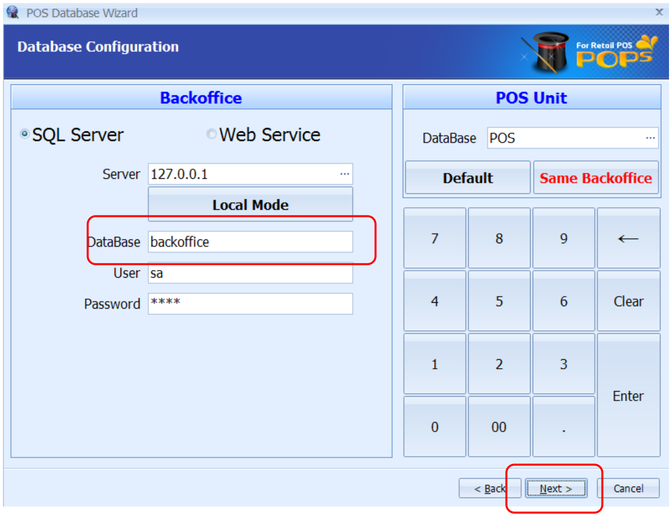
POS Database Wizard



[POS Database Connection]

Click **Next** on the POS Database Wizard.

POS Database Wizard



[POS Database Connection]

Database Configuration

: In case your POS terminal will be used for both management and point-of-sale tasks, you may keep the default setting. If not, type remote access or database info in the box.

Click **Next.**

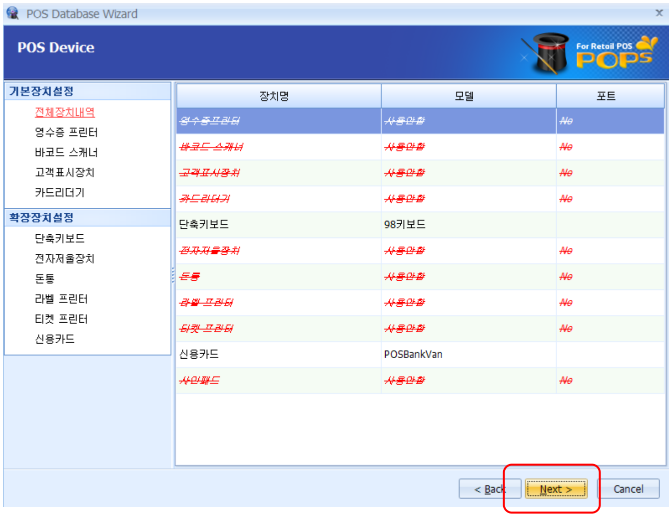
POS Setting

POS Database Wizard

[POS Unit Setting Screen]

1. Enter
   User ID : 1
   Password : 1
   Then, click **Login.**
2. Select the POS Unit you will be using under Store Information. Click **Next.**

POS Database Wizard



[POS Device Setup Screen]

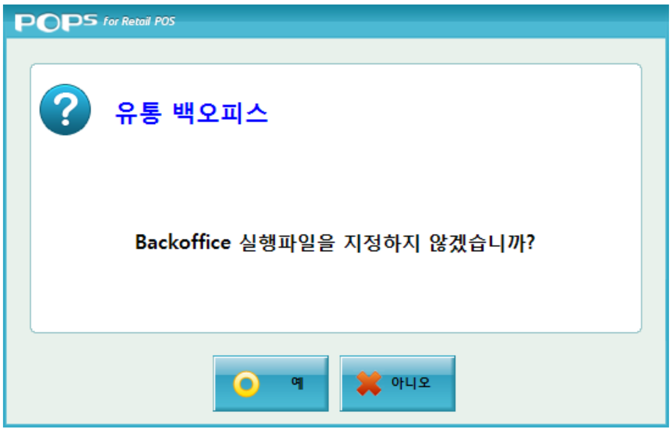
POS Database Wizard will display a list of hardware devices you may need to connect. After you have completed any changes to the device setup, click **Next**.

POS Database Wizard

[Complete POS setup]

Click the **Finish** button after you make sure every section is correct.

POS Database Wizard



[Window Assigning BackOffice.exe file]

Click the **Yes** button, when the window regarding BackOffice.exe file comes up.

Connection Setting

[POS Connection setting screen]

Return to connection setting screen, and move to the Login menu.

Log-In

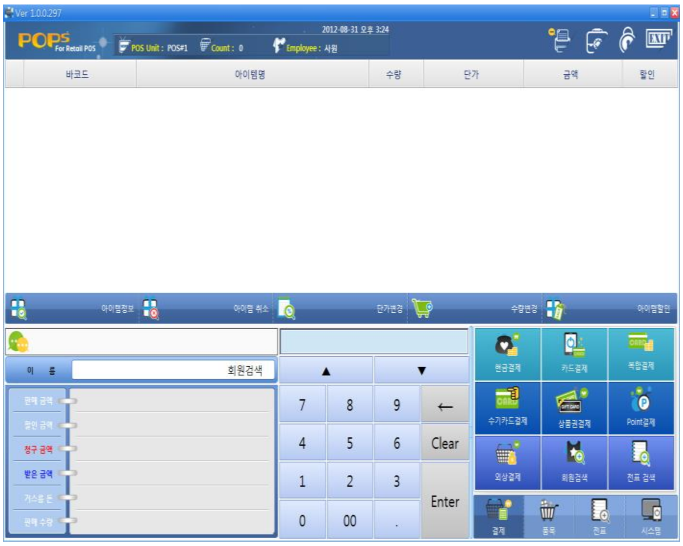
[Log-in Screen]

On the Login menu, enter
ID : 1
Password : 1
Then, click the **LOGIN** button.

TASK TYPES

Task Types

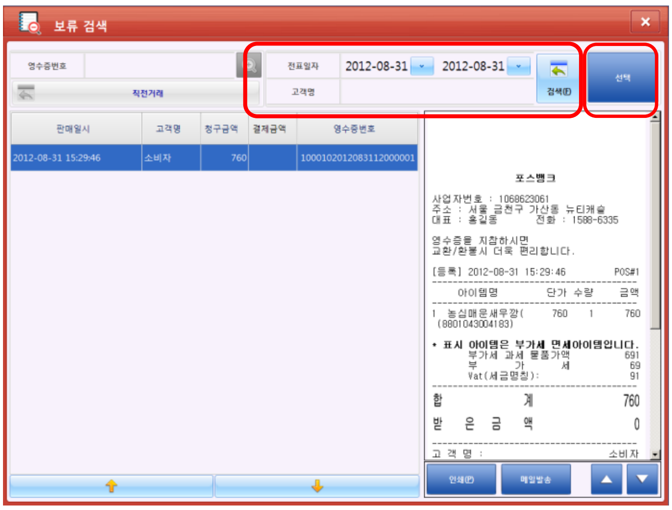
Sales



[POS Sales Mode]

1. Basic sales transactions
   - Add an item to the transaction.
   - Edit Qty.
   - Payment will be processed after selecting payment type.
2. Search customer.
3. Cashier out screen.

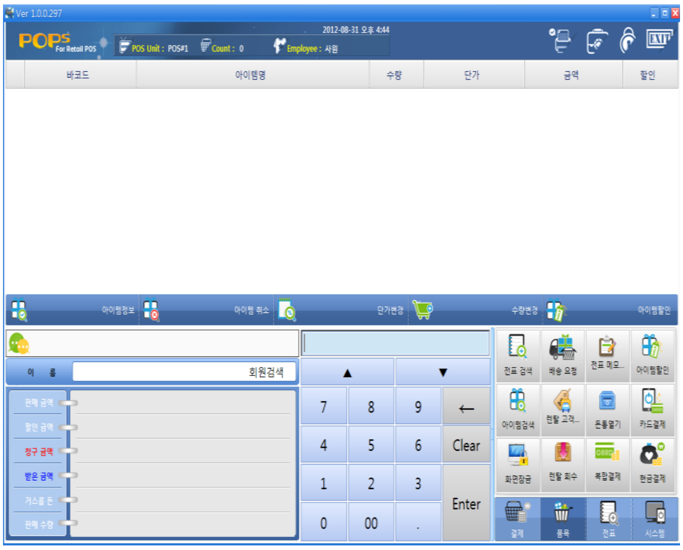
Holing Process



[Search a transaction on the Holding process screen]

1. Select customer and date.
2. Select a transaction, and click the **Select** button.

Rental Mode



[POS Rental Menu]

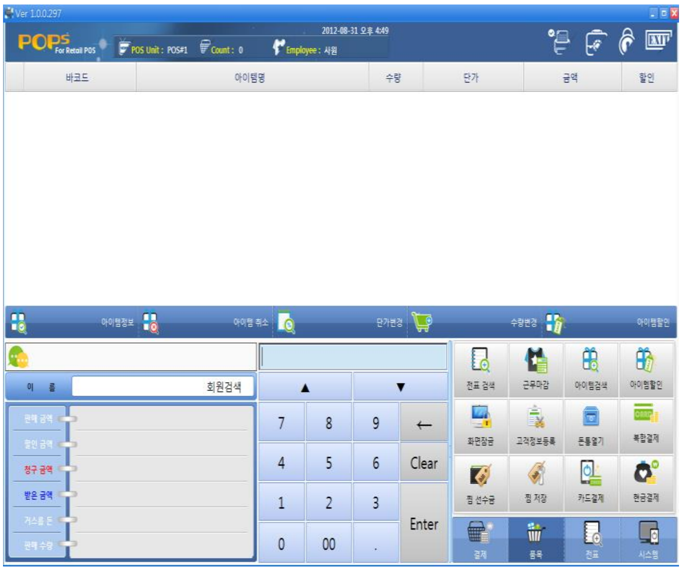
1. Rental mode for stores
   - Search a rental item.
   - Edit Qty.
   - Payment will be processed after selecting payment type.

Rental Manager

[Menu for Rental Manager]

1. Search for a member or customer.
2. Enter a rental period, ending date, and shipping cost.

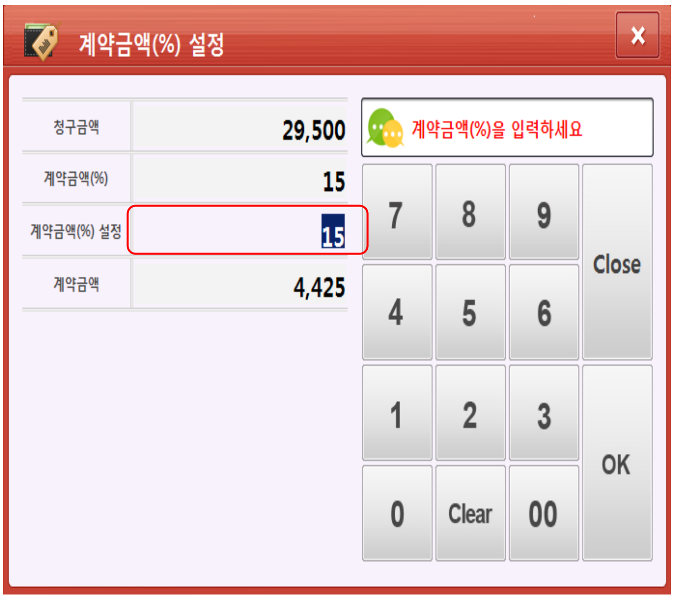
Layaways



[POS Layaways]

1. Type of a sales system
   :Customer picks a product, and seller delivers the product after customer pays the amount in full.
   - Search an item
   - Type customer
   - Payment will be processed after selecting payment type.

Layaway Deposit



[Layaway Deposit screen]

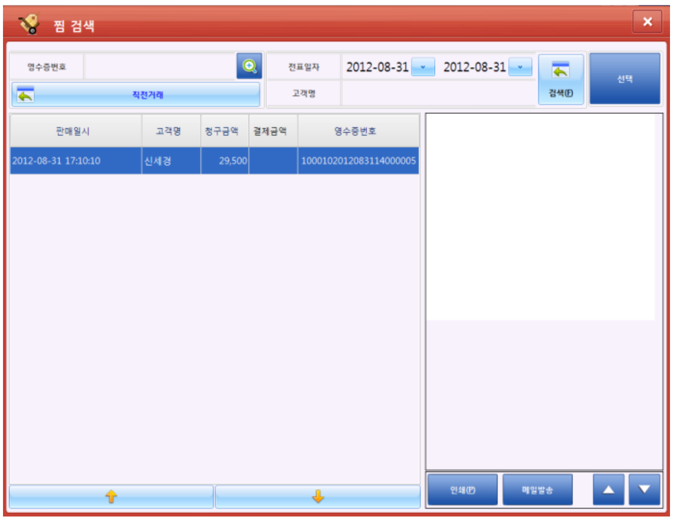
1. Selecting a layaway item.
2. Enter the amount of deposit(%)
   Click **OK.**

Save Layaways

[Customer information screen in POS Layaways]

1. Search a customer.
2. Enter the customer information. Click **OK.**

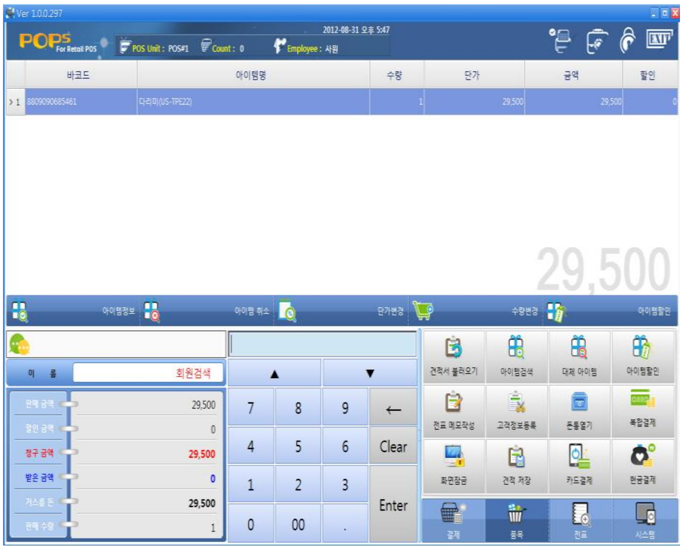
Pick up Layaways



[Pick up Layaways screen]

1. Select search period, click **Search.**
2. Select a transaction under search.

Quotes



[POS Quotation screen]

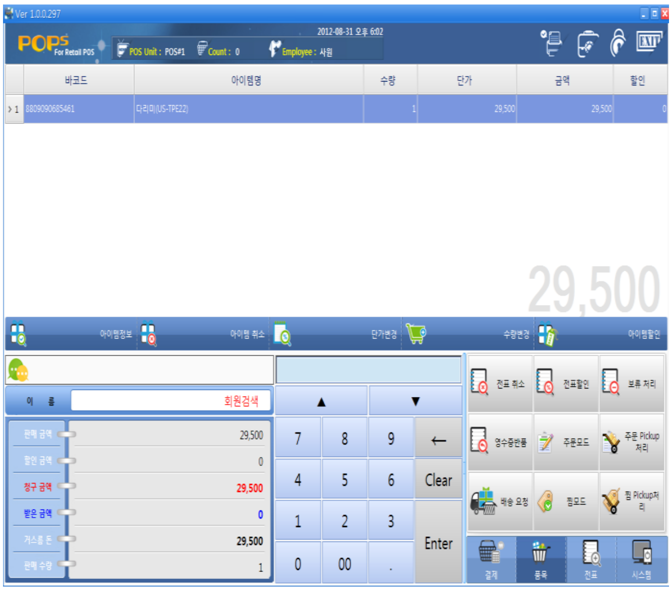
1. Sales mode for goods that need expensive quotes.
   - Select items after a search

Save Quotes

[Display customer information before saving quotation]

1. Select a customer.
2. Enter shipping cost and memo. Click the **OK** button.

Work Order



[POS Order Screen]

1. Sales mode for goods that need to make orders.
   - Item search
   - Complete a save after entering a customer.

Work Order Deposit

[Work Order Deposit]

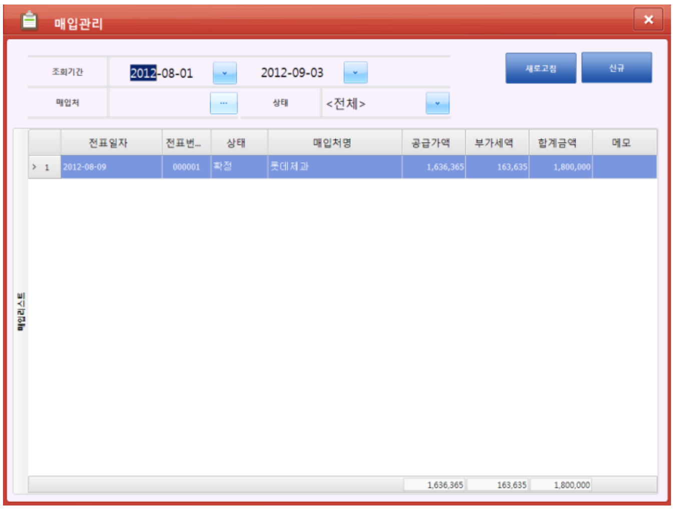
Enter the amount of deposit (%), and click **OK.**

[Pickup an order screen]

1. Enter search period and customer. Click **Search.**
2. Select a transaction under search.

- Remark: Click the **Print** button, if you need to print a receipt.

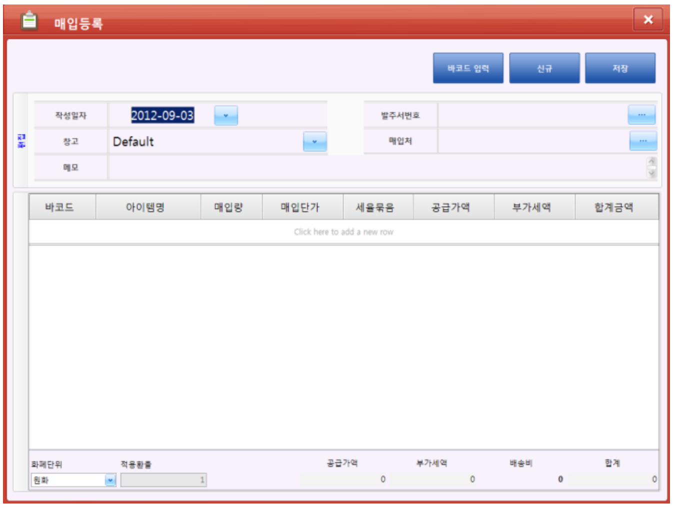
Purchase Order



[POS purchasing order screen]

Select search period, supplier, and status. Click **Refresh**.

Receive Purchase Order



[Receiving purchase order screen]

1. Click the **New** button.
2. Enter Date, PO#, Storage, Supplier, and Memo.
3. Click '**Click here to add a new row'** in the middle of screen.
4. Select an item you need to purchase.
5. Click the **Save** button after entering the purchase price, tax rate received Q'ty, and bundles (tax-free, included, separated tax)

- Remark: To enter the barcode, click the **Enter Barcode** button.

Inventory transfer

[POS Inventory transfer screen]

Select search period, type, and status. Click the **Refresh** button.

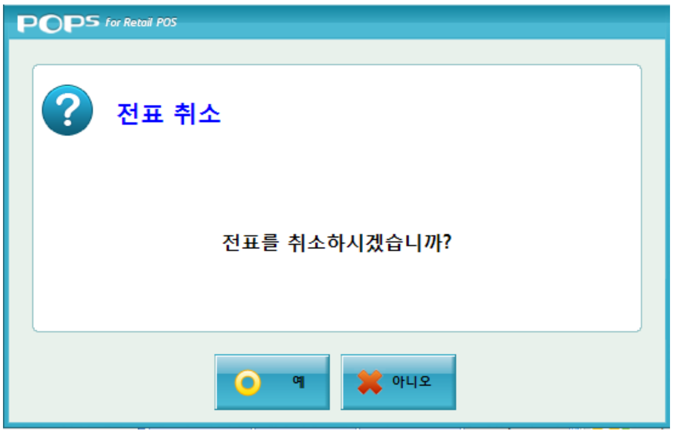
Transferring Inventory

[Transferring Inventory screen]

1. Click the **New** button.
2. Select Store and Transferring.
3. Create Date, Store, Storage, and Memo.
4. Click '**Click here to add a new row'** in the middle of screen.
5. Select the item you want to move inventory.
6. Enter an inventory quantity and a release quantity. Click the **Release** button.

TRANSACTION TASKS

Cancel Transaction



[Canceling a transaction screen]

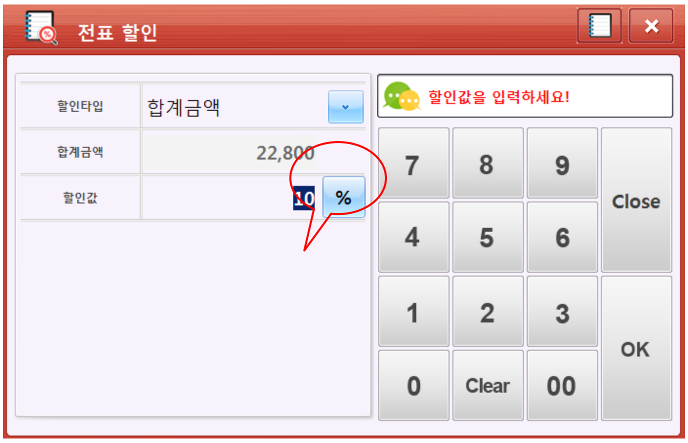
You may cancel a transaction that has already been made.

Make a transaction memo.

[Making a transaction memo]

You may create a memo on a transaction.

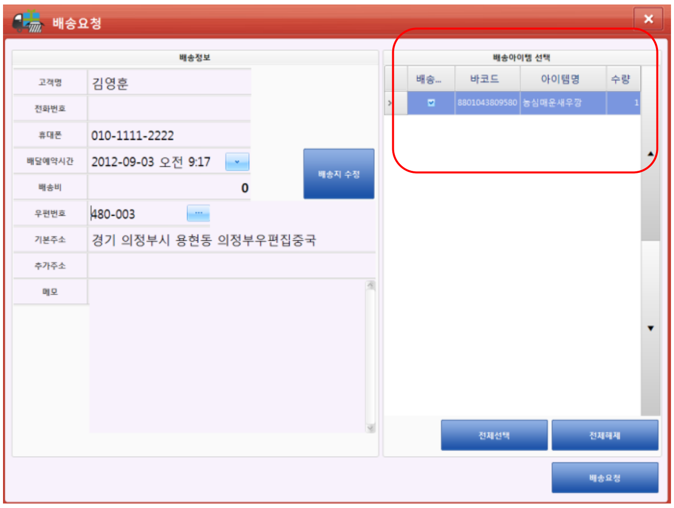
Transaction Discount Rate



[Transaction Discount Rate]

1. After you select an item, click **Transaction Discount.**
2. Complete by selecting a Discount Type (Total amount, Amount due), Discount amount. (If you click the "**%**" button, the type will be changed to an applicable currency.

Shipping Request

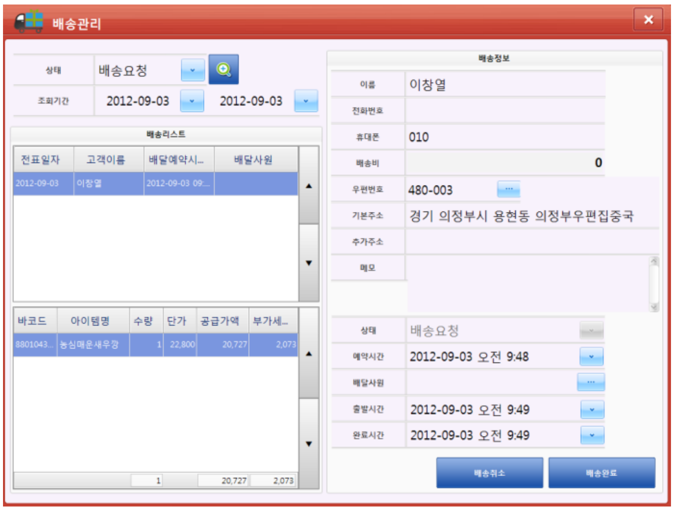


[Shipping Request Menu]

1. After you select an item, click **Shipping request.**
2. Enter a customer's name, phone number, mobile phone, delivery schedule, shipping cost, postal code, the primary address, and additional address. Click **Shipping.**

Remark: There is a display for selecting a shipping address on the right side of screen. You may request shipping by selecting a shipping address.

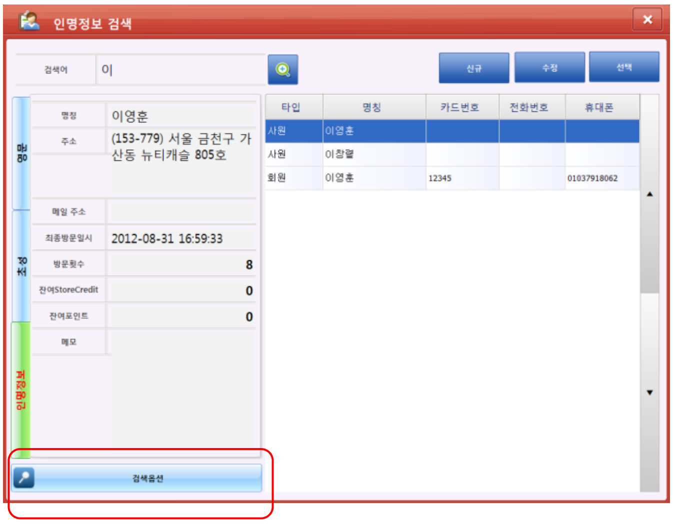
Shipping



[Shipping Menu]

1. Click **Shipping.**
2. Enter name, Phone number, Mobile phone, postal code, address, reservation time, delivery employee, Departure/Complete time on the right side.
3. Complete the shipping by clicking **Save.**

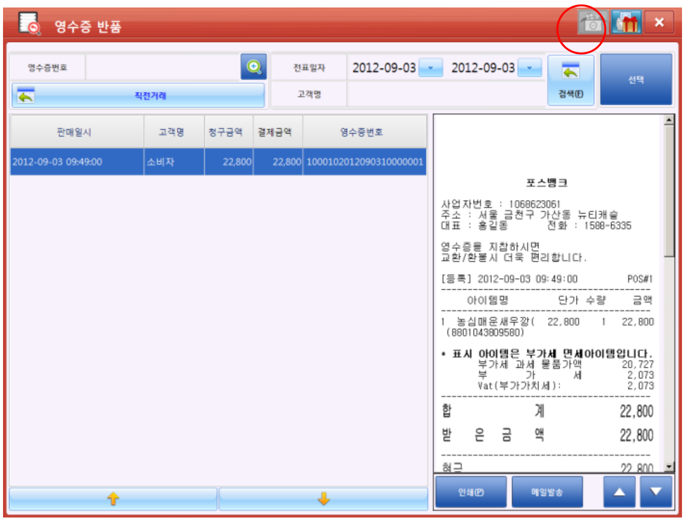
Sales Rep (transaction)



[Sales Rep (transaction) screen]

1. Click **Sales Rep (transaction)**
2. Select a sales rep under search.
- Remark: You may search categories by selecting the ones on the left (English, Initial consonant, biographical information).

Refund



[Refund screen]

1. Click **Refund.**
2. Select search period and customer on the **Search Transaction** screen. Click the **Search** button.
3. Select a transaction under search.

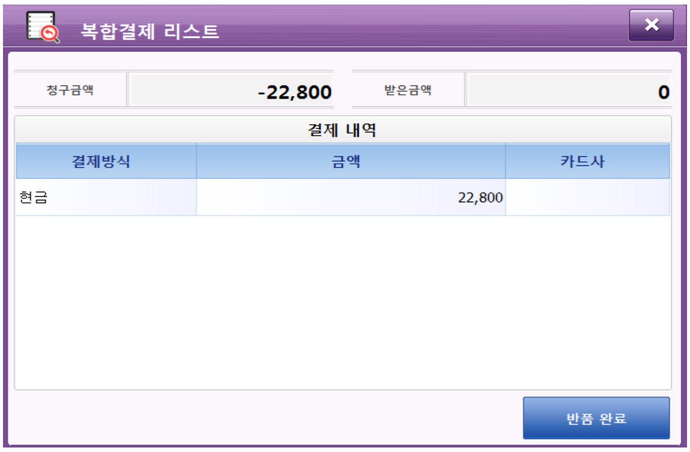
- Remark: If you print a transaction, select a transaction and click the **Print** button.

Reason for Return

[Reason for Return screen]

When a transaction is selected, Reason for Return screen appears. Enter a reason by either selecting a reason or typing.

Multi-Payment List



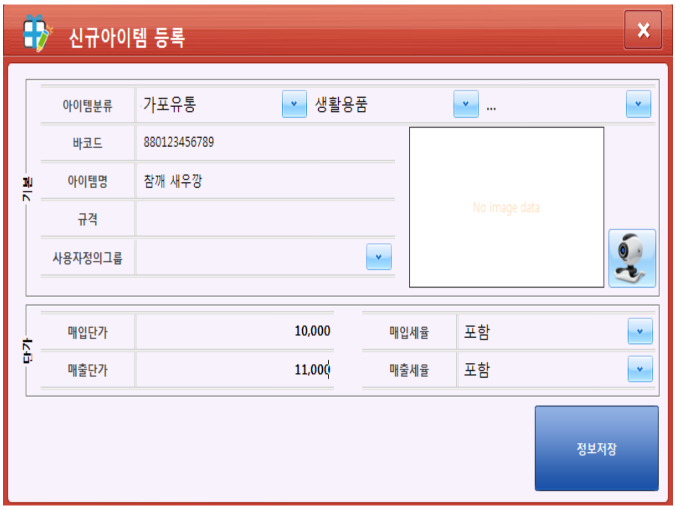
[Multi-Payment List screen]

Check the payment information and amount due. Click the **Complete Return** button.

- Remark: Depending on the payment type, you need to re-enter or reprocess the payment information for a refund.

ITEM

Create a New Item



[Creating a new item screen]

Menu for creating a new item.

1. Register an Item category.
2. Create a barcode or an item name.
3. Enter cost and price.
4. Click the **Save Info.** button to complete the task.

Item Simple View

[Item Simple View screen]

1. Select an item, and click **Item Simple View.**
2. Search the selected item.

- Remark: If you select a box-shaped icon on the top of the pop-up window, you may check the information of the selected item in the pop-up window.

Edit Item Info.

[Edit Item Info. screen]

1. Select an item, and click **Edit Item Info.**
2. Check the Item information, and edit the selected information if needed.
3. Complete the edit by clicking the **Save** button.

Search Serial Item

[Search Serial Item screen]

High –priced items have serial numbers.

1. Enter the applicable serial number in Track1.
2. Check the serial item information.

Change Q'ty

[Change Q'ty screen]

1. Select an item for sale.
2. Change the Q'ty, and click the **OK** button.

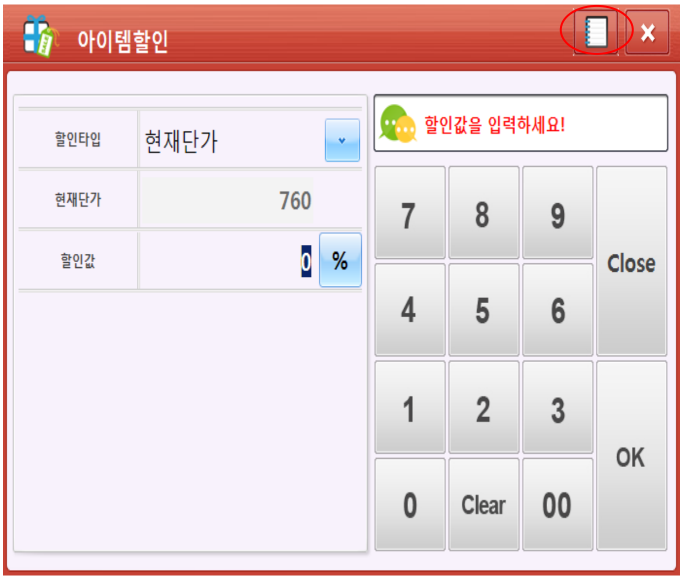
- Remark:
  Q'ty Gain

1. Click **Q'ty Gain** on the item for sale.
   Increase by 1(one).
   Q'ty Loss
   Decrease by 1(one)
   Cancel an item.
1. Select an item for a cancel.
2. If you click Remove Item, a sale will be canceled and will disappear from the screen.

Substitute item
Substitute Item is a function that you may choose an alternative item for sales.

ITEM

Discounting Items



[Item Discount screen]

1. Select an item for sale.
2. Click **Item Discount.**
3. Enter D/C Type and D/C value. Click the **OK** button.

- Remark: If you want to cancel the Item Discount, you may click the button on the upper right corner.

Change Surtax

[Change Surtax screen]

1. Select an item form sale.
2. Click **Change Surtax.**
3. Select the type of surtax (tax-free, included, separated tax)

Issuing Vouchers

[Issue a voucher screen]

1. Click **Issue Voucher.**
2. If you want to enter different voucher number, click the **GIFT** button on the right hand.
3. Enter a voucher type, issue amount, and memo.

Recharging Vouchers

[Recharge a voucher screen]

1. Click Recharge Voucher.
2. Type a voucher number to get a recharge.
3. Click the OK button after entering Recharge amount and Sale Price.

Check Voucher

[Checking voucher screen]

1. Select **Check Voucher.**
2. Check the Voucher Type, Status, Issue Date, and Balance.

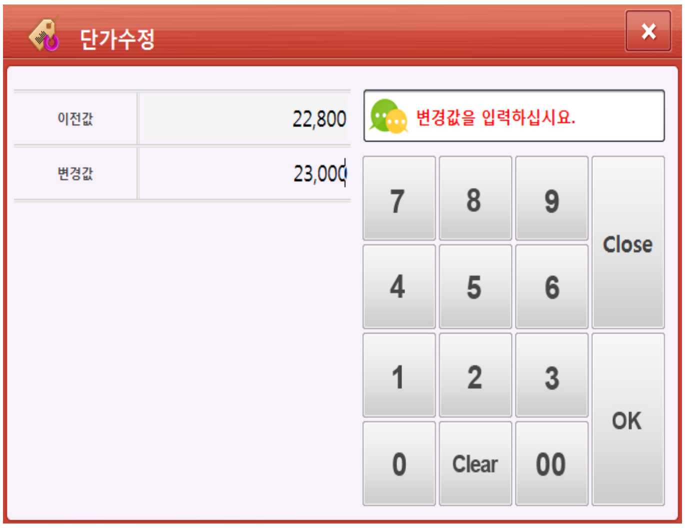
- Remark: If you click the receipt button on the upper right corner, vouch history appears which you may check the history of a voucher.

Change Price

[Changing price screen]

1. Select an item for sale.
2. Click **Change Price.**
3. Enter the **New Value**, and click **OK.**

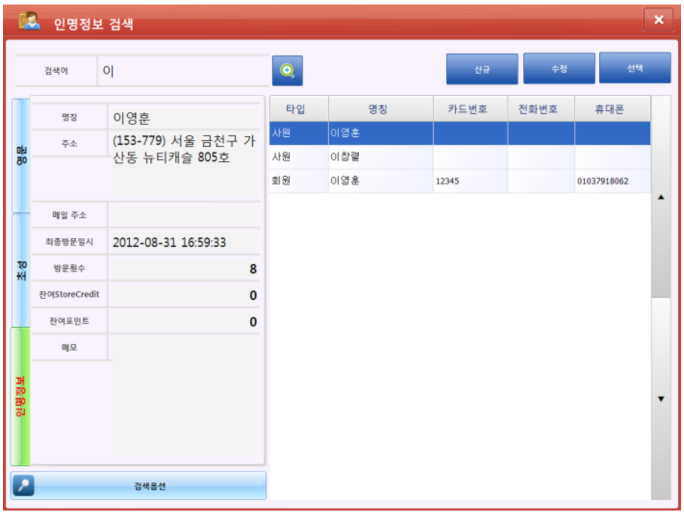
Change Price



[Changing price screen]

1. Select an item for sale.
2. Click **Change Price.**
3. Enter the **New Value**, and click **OK.**

Sales rep (Item)



[Searching a sales rep screen]

A menu for selecting a sales rep.

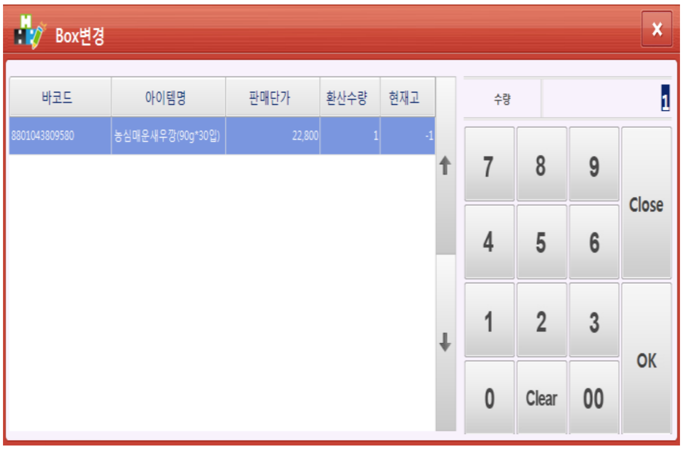
1. Click the **Magnifier** button, after entering a search item.
2. Select a sales rep under search.

Reason for Return

[Reason for return screen]

1. Select an item for a return.
2. Click **Item Return.**

Change Box



[Box change screen]

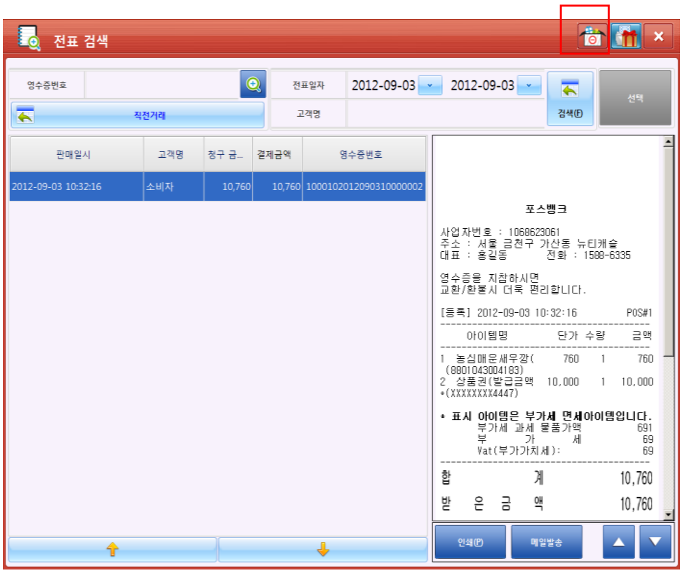
1. Select an item.
2. Change the box quantity by entering number on the right hand side.

Coupon

[Using a coupon]

1. Select an item for sale.
2. Click **Coupon.**
3. Enter a coupon number.
4. Complete a sale by checking the coupon information.

Search Transaction

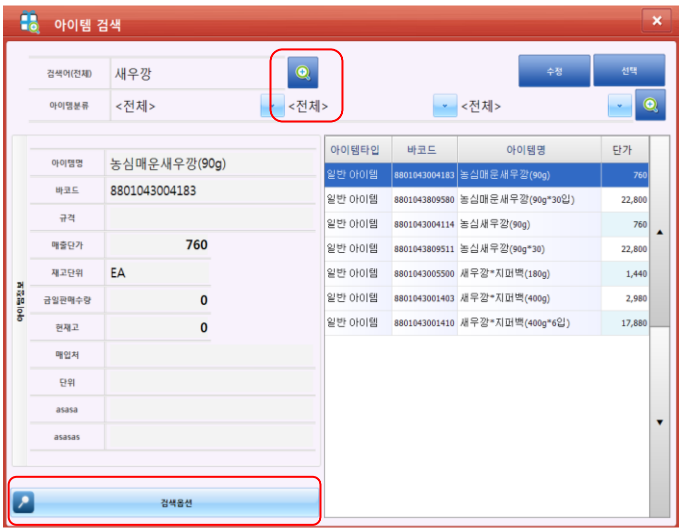


[Search transaction screen]

Select the search period and customer. Click **Search.**

- Remark: If you want to print a transaction, you may click the button for printing on the upper right corner.

Search Item



[Item search screen]

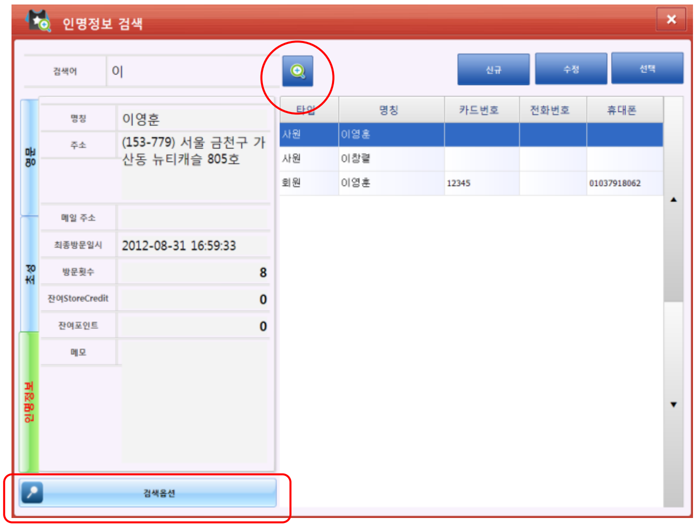
Enter a search word and select an Item category. Click the **magnifier** button.

- Remark: When you select the **Search Option** at the bottom of the pop-up window, Item search will start according to the categories you enter, such as item name, barcode, item/style code, or alias.

SEARCH

Search

Search Customer



[Using a coupon]

Enter a search word, and click the **magnifier** button.

- Remark: You may search a customer using Search Option, which gives you card number, phone number, address, and store name.

CUSTOMER

New Customer

[New Customer screen]

1. Click **New Customer.**
2. Enter customer information. Click the **Save** button.

Edit Customer

[Editing customer’s information]

1. Select a customer for edit.
2. Edit information, and click the **Save** button.

- Remark: You may search the customer’s total sales, number of visits, balance, and last visit.

View Customer

[Viewing customer information]

Select a registered customer.
Click **View Customer.**

Customer Information

[Customer Information menu]

1. Select a registered customer, and click **Customer Information.** Or you may select a customer on this menu.
2. Enter the information, and Click **OK.**

Bill-collecting

[Bill-collecting menu]

[Store credit history]

A menu for searching and collecting the amounts for sales on credit.

1. Click **Bill-collecting** after selecting a customer.
2. Enter the collected amount, and click **OK.**

- Remark: When you click the icon on the very top of the screen, a customer's store credit history may be searched by date.

(Collection)Store Credit

[(Collection) Store Credit menu]

This is the menu for searching and collecting a customer's store credit.

1. Select a customer, and click **(Collection) Store Credit.**
2. Enter a collected amount depending on the paid amount, allowed limit, balance, and available payment amount. Click the **OK** button.

Point Increase

[Point increase menu]

This is the menu for selecting and entering a customer’s point.

1. Click **Point Increase** after selecting a customer.
2. Enter the point, and click **OK.**

Point Decrease

[Point decrease menu]

1. Click **Point Decrease** after selecting a customer.
2. Enter the point, and click **OK.**

Store Credit Increase

[Store Credit increase menu]

This is the menu for searching and entering a customer's Store Credit.

1. Click **Store Credit Increase** after selecting a customer.
2. Enter the remaining Store Credit, and click the **OK** button.

Store Credit Decrease

[Store Credit Decrease menu]

1. Click **Store Credit Decrease** after selecting a customer.
2. Enter the remaining Store Credit, and click the **OK** button.

PAYMENT

Cash Payment

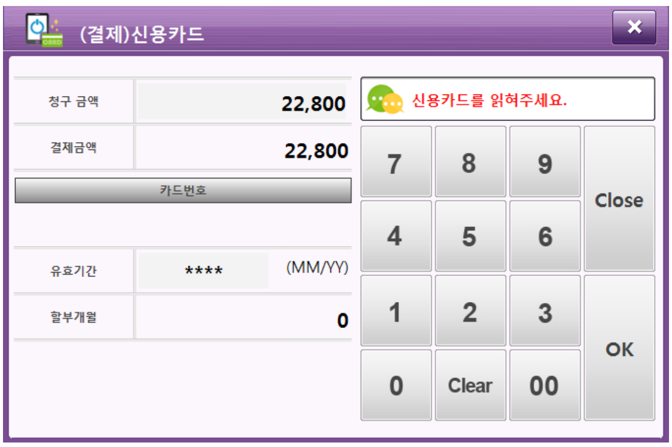
[Cash payment menu]

[Selecting Foreign Exchange]

1. Select an item for sale, and click **Cash Payment.**
2. Enter the received amount compared to the amount due. Click the **OK** button.

- Remark: You need to complete a payment after selecting a currency on the menu. Clicking KRW text on the left hand side, **Foreign Exchange** appears. You may select a currency in the box.

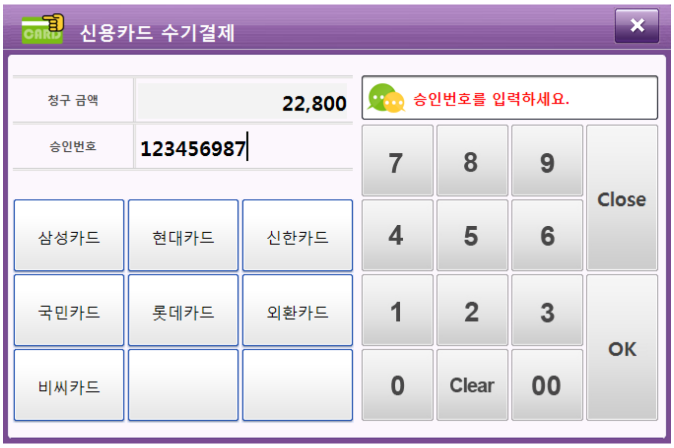
Credit Card Payment



[Credit card payment menu]

1. Select an item for sale. Click **Credit card payment.**
2. Enter the payment amount compared to the billing amount.
3. Slide a credit card and enter the installments. Click the **OK** button.

Offline Credit Card



[Offline credit card menu]

This menu enables registering a transaction that has not been processed by a POS terminal, in order for the transaction to be managed in a POS terminal.

1. Select an item for sale.
2. Click **Offline Credit Card.**
3. A payment will be completed after you enter an approval number and select the credit card.

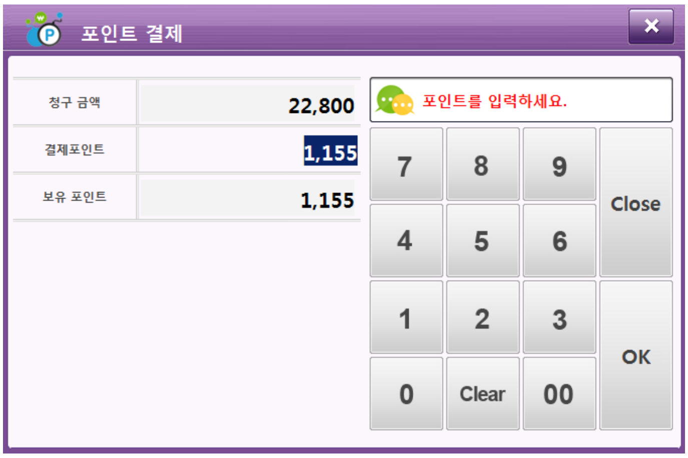
Voucher Payment

[Voucher payment menu]

This menu enables to process a transaction with a voucher issued by a POS.

1. Select an item for sale.
2. Click **Voucher Payment.**
3. Enter a Voucher number.
4. You may complete a payment after checking the price and the voucher balance.

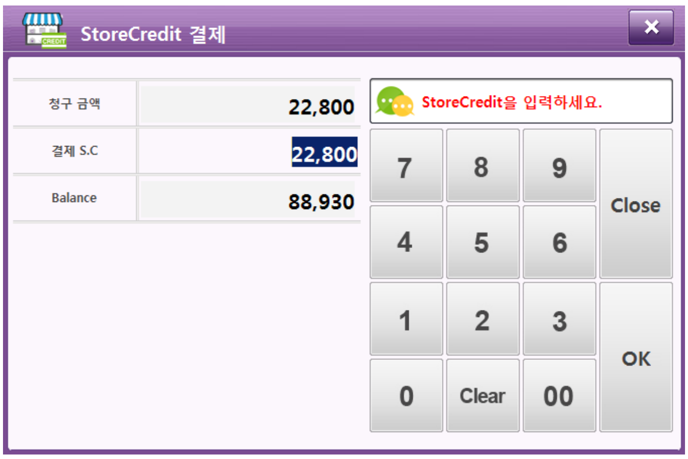
Point Payment



[Point payment menu]

1. Select an item for sale and a customer who will purchase the item.
2. Click **Point Payment.**
3. You may complete the payment when you enter the points after checking billing amount and available points.

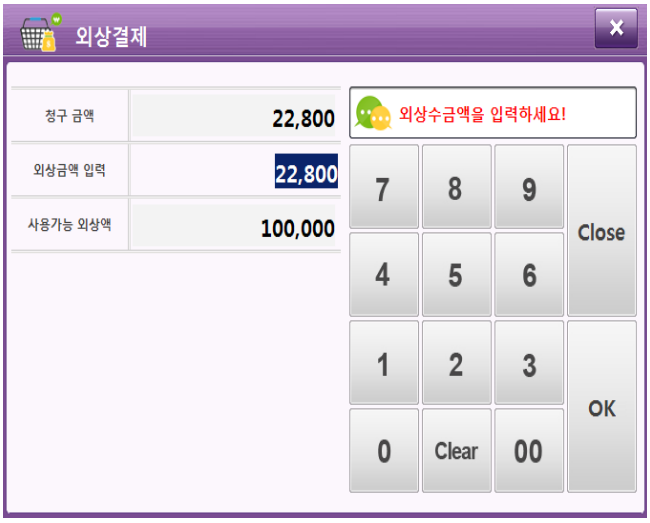
Store Credit Payment



[Store Credit payment menu]

1. Select an item for sale and a customer who will purchase the item.
2. Click **Store Credit Payment.**
3. You may complete the payment when you enter payment amount after checking the billing amount and balance.

Sale on Credit



[Sale on credit menu]

1. Select an item for sale and a customer who will purchase the item.
2. Click **Sale on Credit.**
3. You may complete the payment when you enter the credit amount after checking the billing amount and available credit.

Multi-Payment

[Multi-payment menu]

1. Select an item for sale.
2. Select Multi-Payment.
3. Search the billing amount, received amount, and balance.
4. You may complete the payment after you enter the required amounts for cash, credit card, point, voucher, and credit.

- Remark: If a customer is not selected, a payment using points and store credit will not be able to be completed.

Inquiry Check

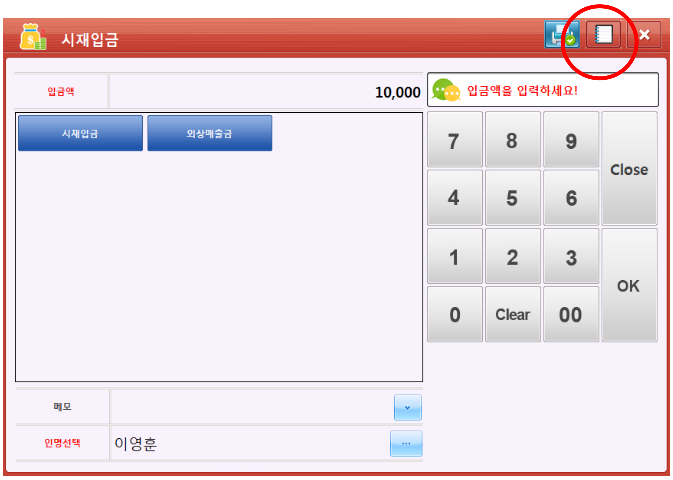
[Inquiry check menu]

1. First thing you need to do is connecting to a Van company.
2. You may create an Inquiry check menu by clicking **Inquiry Check.**
3. Complete the payment by entering the required information. Click **OK.**
   You may finish the transaction after clicking **Cash Payment.**

① Date of Issue (YYMMDD)
② Check number (8 digits)
③ SWIFT code
④ Gwonjungcode (2 digits)
⑤ Amount of check

OTHER

Cash In



[Cash In menu]

1. Click **Cash In**
2. Enter the amount of cash in. Select the code for Cash In and House account sales.
3. Complete a **Cash In** by clicking **OK** after searching an employee.

- Remark: If you want to Cash In history, click the middle button on the upper right corner.

Cash Out

[Cash out menu]

1. Select the Cash out amount and reason. (Cash Out, Credit amount, or Office supplies
2. Complete a Cash Out by clicking **OK** after searching an employee.

Closing

[Closing menu]

This is the menu for stores that use closing function.

1. Click **Closing.**
2. Search information regarding Sales Start, Sales close, and Memo.
3. If the amount coincides with the amount in cash drawer, click the **Closing** button.

- Remark: Closing menu shows a receipt that displays the entire closing history for the day. You may print this out.

Cashier Out

[Cashier out menu]

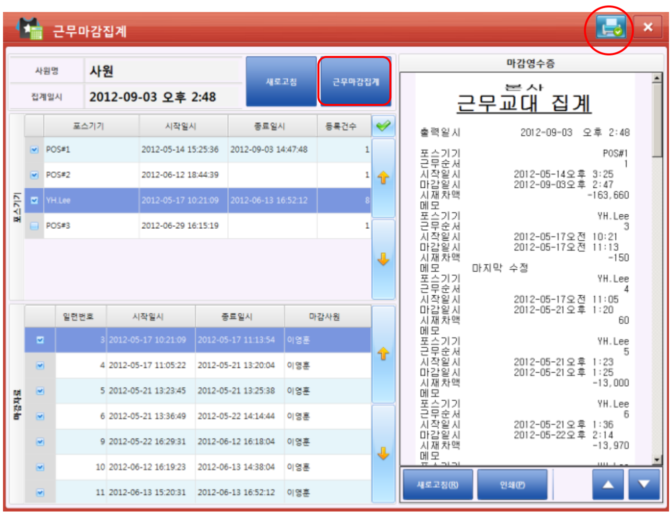
This is the menu that helps to display when a cashier starts working and when it ends.

Switch Cashier

[Switch cashier log-in menu]

1. Select **Switch Cashier.**
2. Enter a cashier's ID and Password when log-in screen appears.

EOD



[EOD menu]

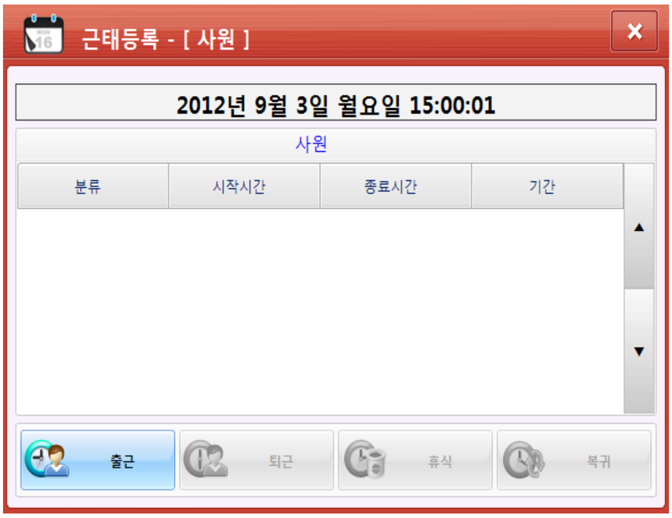
This menu examines a cashier's cash on hand and sales amount.

1. If you select EOD, a window pop-up showing "**Do you want to cashier out before EOD?"** will appear.
2. Check information on the receipt.

- Remark:

1. If you want to close, click the **EOD** button.
2. The button on the upper right corner will help you open the cash drawer.

Clock In/Out

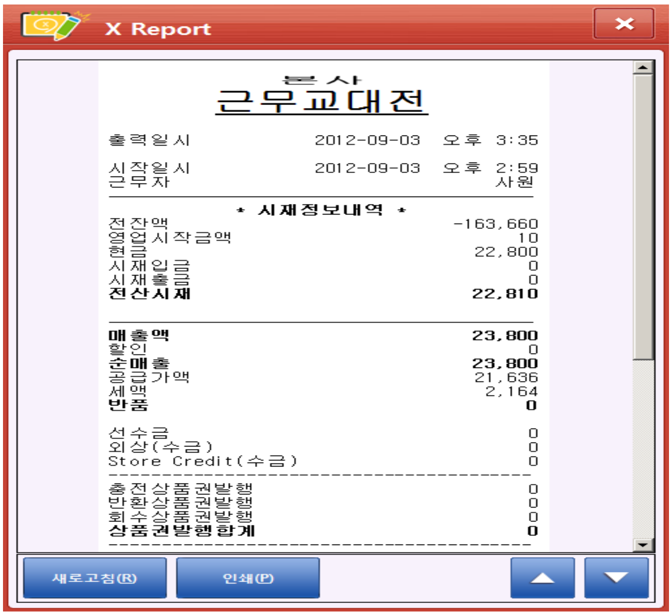


[Clock In/out menu]

1. Complete Log-in by selecting **Clock In/Out.**
2. Click the applicable button.

- Remark: You may only press **Clock In** button, if you haven't started working. When you press Clock In/Out once again after you finish working, Clock Out and Rest will be activated.

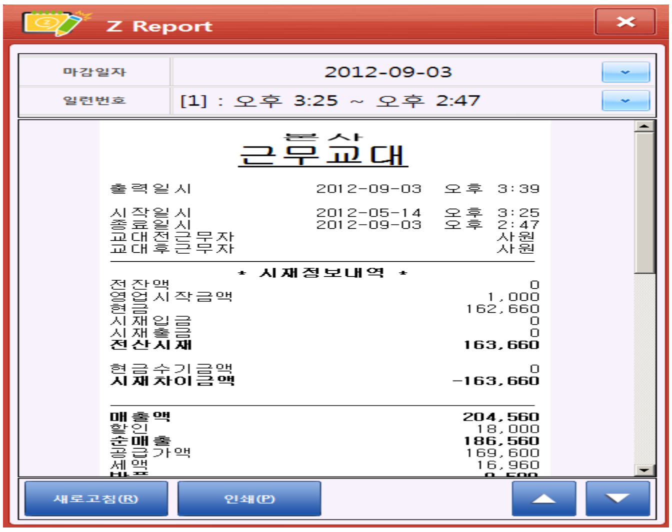
X Report



[X Report menu]

This is a report regarding the present employee's current status.
X Report displays the history of the day before switching cashier.

Z Report



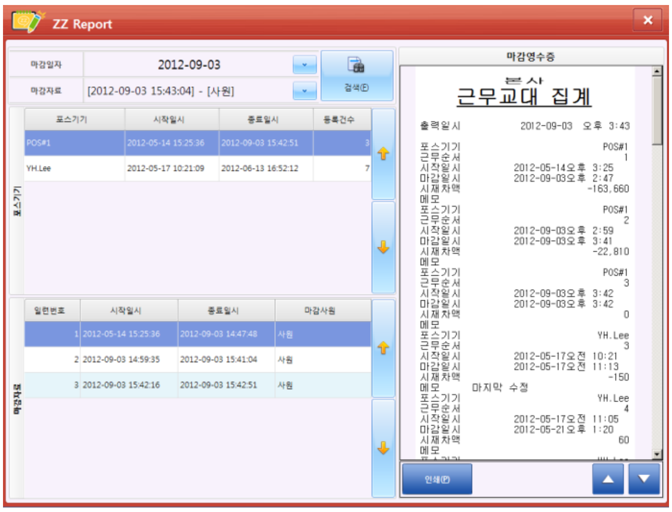
[Z Report menu]

Z Report is a report written during switching cashier.

1. Click **Z Report**
2. Enter the settlement date and switch number. Click the **Refresh** button.

- Remark: If you want to print a receipt, click the **Print** button.

ZZ Report



[ZZ Report menu]

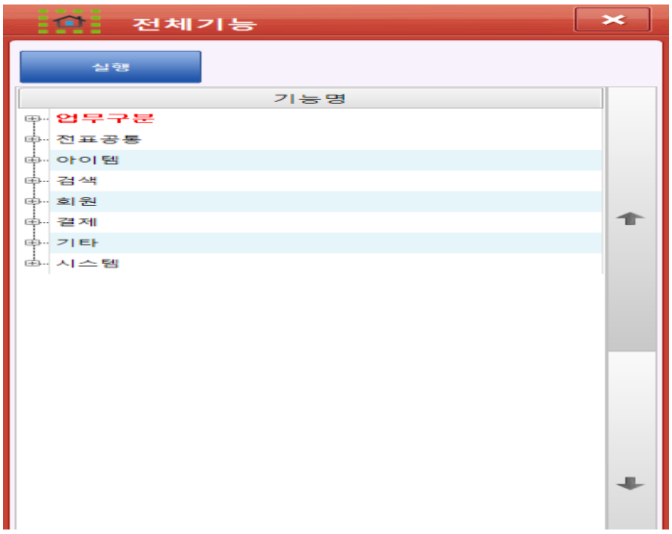
ZZ Report is a report for searching the total amount for a designated shift on one day.

1. Click **ZZ Report**
2. Enter the settlement date and EOD date. Click the **Search** button.

- Remark: You may check the POS information and closing information, as well as cashier out report on the right side.
  Also, if you need to print the cashier out report, click the **Print** button.

SYSTEM

All Features



[All features menu]

This is a menu which enables user to explore all POS features at a glance.

POS device setting

[POS device setting menu]

This is the menu that will help you check all features from Default Device Setting (All Device List, Receipt Printer, Barcode Scanner, Customer Display, MSR), to Setting Expansion Unit (PLU, Electronic Scale, Cash Drawer, Label Printer, Ticket Printer, Credit Card). You may also enter each device model and its ports by using this menu.

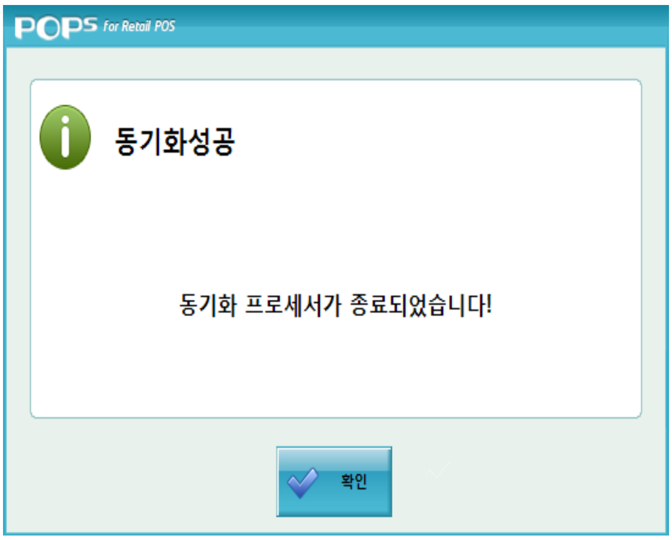
1. Select the device you will use along with POS.
2. Enter the device model and port, and click **Save.**

Open Cash Drawer

[Open cash drawer menu]

This menu helps you open your cash drawer. You may use this feature after entering reason for opening cash drawer.

Send/Receive Data



[send/receive data]

1. Select **Send/Receive Data.**
2. Click **Confirm** on the Send/Receive Data menu.

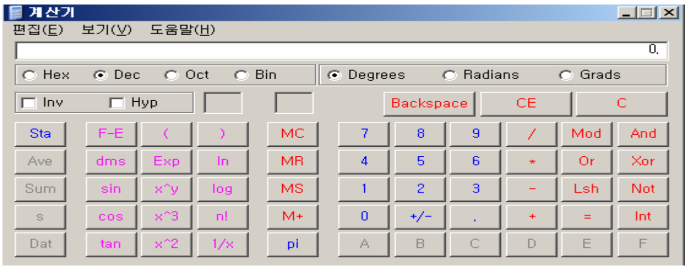
Screen Lock

[Screen lock menu]

You may need to use the screen lock function when you either have a break or do urgent tasks.

1. Click **Screen Lock.**
2. When you enter the password, screen lock will be unlocked.

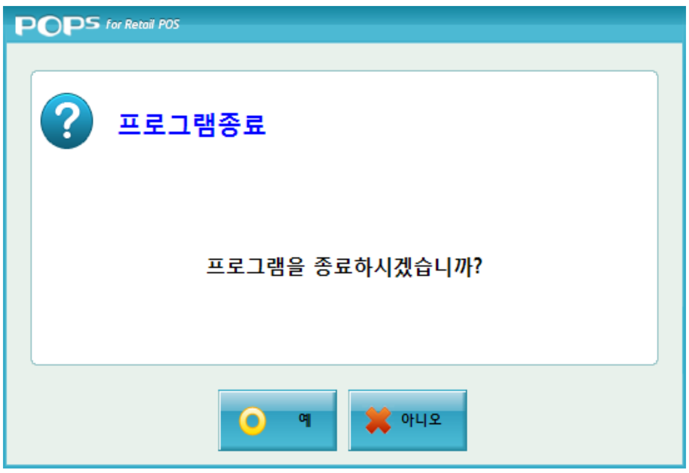
Calculator



[Using a calculator]

You may use a calculator.

End of Program



[Ending program menu]

You may end the program.

- Remark
  Execute BackOffice: This feature helps you to execute BackOffice.
  Explorer: This feature may lead you to access to the Internet.
  Execute External Program: This feature enables executing external programs.